

Applying for a Building Permit

B-2

3-25-16



City of Taylorsville
Building Department
2600 West Taylorsville Boulevard
Taylorsville, Utah 84129 (801) 963-5400
www.taylorsvilleut.gov
www.taylorsville.eprocess360.com



With the general intent to protect the health, safety and welfare of all occupants within structures located in the community, the City of Taylorsville requires building permits for many types of construction work. This information form will outline the basic process for obtaining a building permit for a residential structure in the City of Taylorsville. In order to process plans as efficiently as possible and keep permit costs low, the City of Taylorsville will only accept building permit applications and plans electronically. To apply for a permit, log on to www.taylorsville.eprocess360.com. Access to the plan submittal website, tools to upload plans, and general help will be available at the community development office if needed.

From Initial Contact with the City to Building permit. The Step by Step Process:

- Step 1: log on to www.taylorsville.eprocess360.com.** You will need to create an account, and provide some contact information. Please make sure to remember your password. Once the account is created you'll need to tell us a little about your project. If your permit type is one that requires plans, you will be asked to upload them.
- Step 2 Plans:** Not all plans will need to be prepared by a licensed architect or engineer, however the building department encourages you to use licensed professionals to help the process go smoothly. Whoever prepares the plans must show comprehension for building codes and have sufficient knowledge to prepare plan documents. The plans will need to be neat, drawn to scale, and be provided in an unprotected PDF format. While it is permissible to purchase plans prepared generically, there may be conditions specific to your site, or to this region, that are not accounted for in the design. **Be certain that you are aware of all local conditions, such as seismic design, wind exposure, and frost depth requirements prior to purchasing generically-prepared plans.** For more information concerning submittal requirements for residential dwellings, please see *Taylorsville Information Form B3: Residential Plan Submittal Requirements*.
- Step 3: Submit building permit application and all applicable plans and drawings.** Once your plans have been prepared, upload your plans, specifications, engineering, or any other relevant plan documents to the website, and let us know you're ready by clicking on the "complete submittal" button. At this point we'll begin to process the application.
- Step 4: Review:**
 - Planning Department - zoning review.** Your building permit application will be assigned to the Planning Department for a zoning compliance review. A staff planner will verify your proposal complies with land development code.
 - Building Department – plan review.** The Building Department will check your plans to insure that the structure is designed to meet or exceed the minimum specifications required by the International Residential Code (IRC).
 - Other Agencies-** Our Engineering Department, the Unified Fire Authority, or the Taylorsville-Bennion Improvement District may also review your plans for compliance. If your plans do not comply with requirements of the zoning ordinance, or if there is a conflict with building code you will be notified via the E-mail address provided to us on your application. Plans will need to be re-submitted after correcting any required changes.
- Step 5: Approval / Building permit issued:** Once your plans receive final approval by the City, you will be notified that your permit is ready to be paid for. After your building permit has been paid for, your building permit will be issued and you may begin your construction project.